



Classification & Compensation Study
PROJECT SCHEDULE

Study Initiation and Administration		Classification Study and Job Leveling Study									Labor Market Analysis and Salary Structure Development (Assumes the use of new job descriptions to develop survey summaries.)					Final Report		
Review existing classification and compensation system with Project Team.	Conduct nine (9) employee orientation sessions and distribute PositionDescription Questionnaire (PDQ) to employees.	CITY Employees to complete PDQs and submit to immediate supervisor for review. Supervisors/ Directors review and submit to HR. CITY receive and sort all PDQs and ship to FLA	FLA receive all PDQs from CITY.	FLA Conduct Occupational Group Panels	Develop model classification structure.	CITY approve model classification structure.	Develop new/re-write classification descriptions. (Classifications are due to CITY.)	Review all new/re-written classification descriptions. (Changes, if any, are due from CITY to FLA.)	FLA Finalize classification descriptions	Review PDQ's, complete job evaluation and allocate employees to classification. (Employee allocation list due to CITY.)	FLA recommend Labor markets, survey sources, and jobs to be surveyed.	Finalize data collection form.	Mail survey to participants.	Collect and verify survey data.	Analyze compensation data and develop new salary structure of grades and ranges.	Draft and Prepare report to the CITY.	Review draft final report. (Changes, if any, are due from CITY to FLA.)	Finalize and present final report.
Complete	Complete	Complete	Complete	Complete	Complete	7-Sep	Beginning Oct 1, approx 6 weeks	Mid-November to Mid-December, approx 4 weeks	4 Weeks Later	6 Months from completion of classification structure	8 Weeks after completion of classification structure	2 Weeks Later	1 Week Later	6 Weeks Later	3 Weeks Later	3 Weeks after analyzing and developing new salary structure	2 Weeks Later	4 Weeks Later

These are approximate times required to complete tasks associated with this project

Timelines are dependent upon the City’s completion and approval of each step, when we turn those completed tasks over to the consultants, and their workload at the time they are received.